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Chairman, CODIB Task Team IV

20 July 1964

CODIB Support Staff

Task Team Terms of Reference

Perhaps the attached thoughts will be of some assistance in your formulation of Terms of Reference for your Task Team on Installations.



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20 July 1964

CODIB

AD HOC PROBLEM GROUP - IV

STANDARD INSTALLATIONS DESCRIPTION

STATEMENT OF INITIAL OBJECTIVES

I PROBLEM GROUP OBJECTIVE:

To develop a uniform format(s) for the description of physical facilities to facilitate the processing and exchange of intelligence information and documents thereon.

II INITIAL PROBLEM PARAMETERS:

A. SCOPE

1. Task includes determination of descriptive elements as well as coding or methods of representation.
2. System to include all sources but primary emphasis on photo reconnaissance.
3. All types of installations of intelligence interest.

S E C R E T

Group I  
Excluded from automatic  
downgrading and  
declassification.

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**B. CHARACTERISTICS:**

1. Format will provide for variety of interests (e.g., targeting, collection guidance, etc.)
2. Format will provide for variety of information processing systems (manual, EAM, EDP, etc.)
3. Format will accommodate both extracted structured information fields and indexed narrative fields.

**C. CONSTRAINTS:**

1. Format must account for elements of local as well as common use.
2. Format must be accommodated within the present general systems of reporting and processing.

**III INITIAL PROBLEM GROUP TASKS:**

1. Identify systems and activities wherein installation descriptions are made or used.
2. Acquire all present installation formats.
3. Identify and list common and unique information elements.
4. Identify and compare principal characteristics of present installation description systems.
5. Make rough estimate of volumes of existing installation formats and files.
6. Describe principal characteristics of a uniform installations format(s).
7. Outline impact of uniform on present generating and processing systems.
8. Determine additional tasks.
9. Report to CODIB.

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**IV SCHEDULE:**

1. Problem group members to be designated by \_\_\_\_\_.
2. Initial report to CODIB to be ready by \_\_\_\_\_.

**V MEMBERSHIP:**

Participants will require full security clearances and be knowledgeable of reports and systems concerning installation descriptions in DIA/SAO, DIA/MS, DIA/P, AMS/DESPA, Navy, ACIC, SAC, NPIC, OCR/CIA and NSA.

**VI GUIDANCE:**

The problem group will be under the guidance of CODIB. About 40-60 hours will be required of most members during this period.

**S E C R E T**